



Delaware State University

University Area Responsible: Risk Safety Management; Facilities

Procedures Number and Name: 7-24: Drill Press Safety Procedures

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Related Policies and Procedures: 7-09: Hearing Conservation Policy, 7-30:

Incident and Management Reporting

Drill Press Safety Procedures

1. Wear appropriate and ANSI approved safety glasses.
2. Ensure that the drill press has a start/ shut off button within easy reach of the operator.
3. Use a vacuum, brush, or rake to remove cuttings.
4. Remove burrs and chips from drilled hole. When making deep holes, clean out the hole first.
5. Use a clamp or drill vise to prevent work from spinning.
6. Lubricate drill bit when metal.
7. Reduce the drilling pressure when the drill begins to break through the work piece.
8. Keep drill bits clean and sharp. Dull drills are common cause of breakage.
9. Keep floor around the drill press free of oil and grease.

10. Keep the working surface clean of scraps, tool, and materials.
11. Keep guards in place and in good working order.
12. Do not wear any loose clothing or ties. Roll sleeves above the elbow to prevent them from becoming revolving parts. Confine long hair.
13. Do not wear gloves, rings, watches, or bracelets while working with a drill press.
14. Do not set speeds, adjust, or measure work until machine is completely stopped.
15. Do not leave chuck key in drill chuck. Make adjustments and remove key immediately.
16. Do not hold work by hand when drilling holes larger than 12 mm (1/2 in.) in diameter.
17. Do not place hands under the stock being drilled.
18. Do not stop rotation of chuck and spindle with your hand.
19. Do not remove a broken drill with a centre punch and hammer.
20. Do not leave the drill press running unattended.